Existing Application Processing

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ICJI Egrants Application Processing
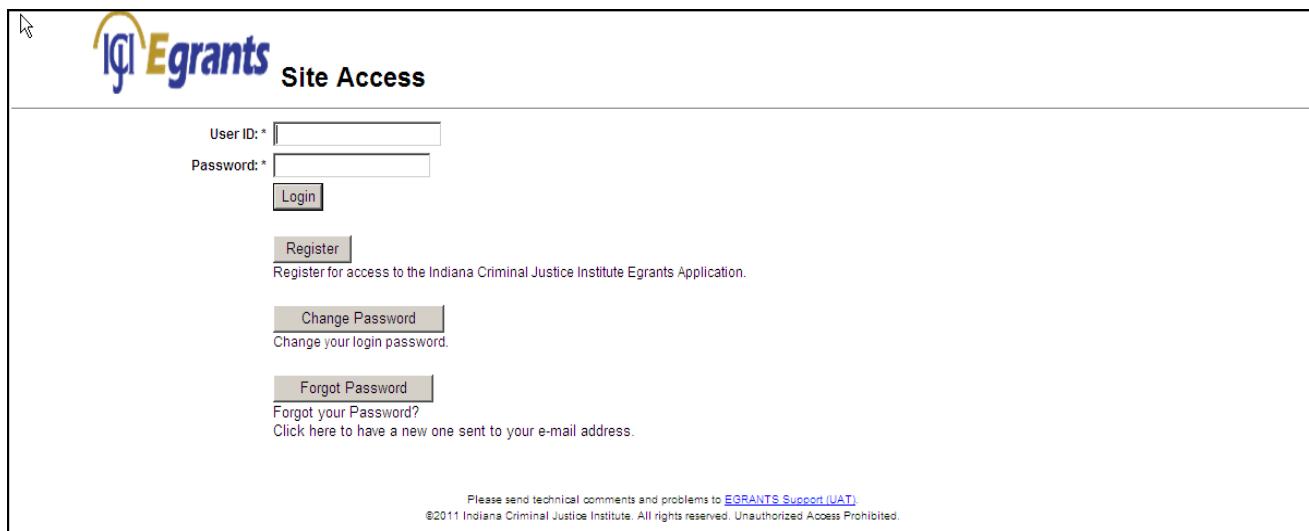Quick Start Guide

An Application is created in response to an open Funding Announcement and is the way an agency applies for a grant from ICJI.

You will need to register as a user prior to entering an application for the first time. A separate Online Registration Quick Start Guide is available to assist you with the registration process. Note: The procedure below assumes you are already registered.

1. Go to the ICJI website at http://www.in.gov/cji .
2. Click on this link.
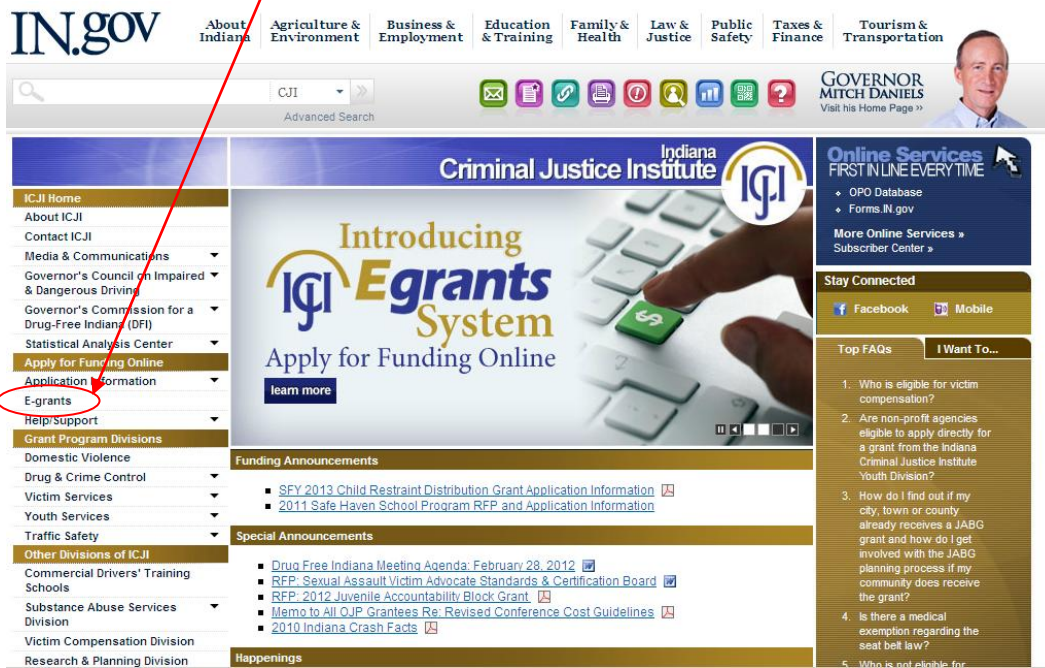
3. A screen entitled "Site Access" appears. Enter your "User ID" and "Password" that you selected when you "registered" and click on the "Login" button.

4. A "Welcome" screen appears.

If you are accessing an **existing grant project** (application, continuation or modification) or creating or updating reports such as a periodic program report or a quarterly financial report, select and click on the first hyperlink, as instructed.

5. You will be transferred to the "Project Management Search" screen.

The **Project Management Search** screen appears.

Enter the **Grant ID** number and click on **Search**.

Select your **Grant ID** hyperlink at the bottom of the screen to take you to the **Project Summary** screen.

Note: **Quick Searches** links are available in top right corner and can be clicked on to access applications in process as well as awarded projects.

Tip: When clicking on the Search button, Grants appear at the bottom of the page, by default, in descending order based on the Grant ID #. This allows you to see the most current Grants first. You can, however, click on the column headers to change the order of the search results.

6. Project Summary Screen

Note: the area that displays a grid and lists ALL of the phases of an application.

In order to better identify which phase and/or project are current, symbols are used. An "*" appears next to the current phase and a "P" appears next to the current project.

Quick Links in the body of the screen will take you directly to:
- Enter/update/view Fiscal or Program reports.
- Maintain Audit Plan.
- Review financial information.

Note: Phase 1 is the Application; Phase 2 is the continuation, etc.

Also note: A "Project" can be an application, a continuation, or a modification. If a modification is submitted and approved against the application, the modification becomes the current project for the application phase. This is also true if a modification is submitted and approved for a continuation.

Click on the "Application" hyperlink. You will be redirected to the "Application Summary" screen.

7. The "<u>Application Summary</u>" screen appears

8. Select the "<u>Main Summary Information</u>." (Screen shot on next page.)

Main Summary Information:

1. The "Main Summary" screen appears.
   This is similar to page one of the current paper applications.

Note that the "Applicant Agency" is automatically added when you clicked on the "Submit Response" button.

Review, edit or add the "Short Project Title" and the "Brief Project Description" found toward the bottom of the screen. NOTE: There is a 320-character limit.

Add Recipient:
Note: If you as Applicant are the Recipient Agency, click on the Add Applicant as Recipient Agency button and the system will automatically add your information as Recipient Agency. Otherwise:

1. Click on the "Add Recipient" button. The "Recipient Search" screen appears.

2. Enter a portion of the recipient's name in the box marked "Recipient Agency Name."

3. Click on the "Search" button. A list of previously entered recipients' names will appear. Carefully read the entire name to be certain the correct name is selected.

4. If the recipient was previously entered, select the recipient by clicking on the hyperlink. "Recipient Agency Details" are displayed.

5. Scroll to the bottom of the screen and click on the "Save" button.

6. If the appropriate recipient is not found, click on the "Add New Recipient Agency" button at the bottom of the screen. The "Agencies Details" screen appears. Be certain to follow the "Standards for Data Entry."

7. Enter "Agency Details." At a minimum, fields with asterisks must be completed.

8. Click on "Add New Address," complete information, and select "Update" button.

9. Click on "Add Phone Number," complete information, and select a "Location" that *matches* the "Location" selected in the "Preferred Contact Method" in "Agency Details" and select "Update" button.

Note: It is necessary to match the location of the phone number with the preferred contact method if the preferred contact method is set to one of the telephone contacts.

10. Scroll to the bottom of the page and click on the "Save" button. You will be directed back to the "Main Summary" screen.

Main Summary Screen continued:

By clicking on "Details," you will be able to check specific information associated with the name you have selected in the dropdown box; such as individual's address, agency address, email, and phone number to confirm that you are selecting the correct individual.

In addition to the Program Staff Contact and Fiscal Staff Contact, you may view any additional ICJI Contacts that have been set up by clicking on "Additional Contacts." The following screen will appear. Click on the individual hyperlinks for detailed information concerning each additional contact.

By clicking on the "?" you will find information as to why the individual you are looking for in the dropdown box may not be there and how you can have them added to the list.

To select the Project Director, Financial Officer and Primary Contact, click on the dropdown arrow for each field.

Note: The Project Director, Financial Officer, and Primary Contact dropdown lists **only** contain the names of individuals who are *registered users* of the Egrants system and have security access to this grant.

- If the individual you wish to select does not appear in the dropdown list and is not a registered user, the individual must register with Egrants to obtain a user id and password and then obtain appropriate security to the grant.

- If an individual is already a registered user but does not appear in the list, they only need to obtain security access to the grant to appear in the list. They do NOT need to re-register.

Also Note: Egrants requires that the Project Director, Financial Officer and the Primary Contact be at least **two** different individuals. The Project Director can also be the Primary Contact or the Financial Officer can also be the Primary Contact, however, the Project Director and Financial Officer cannot be the same person.

2. Under the title "Listing of Signatories" click on "Add New Signatory."

You will be transferred to the "Signatory Search" screen.

Enter the "Search Criteria" for the person you want to add and click on the "Search" button.

A list of names will appear at the bottom of the screen.

Select the hyperlink for the name of the person you want to add as signatory.

Note: More than one name may be added. (Example – you may list three County Commissioner Names.)

Individuals Details Screen:

Signatory Search continued:

You will be transferred to the "Individuals Details" screen. Confirm this is the correct person and click on the "Save" button.

You will be transferred to the "Main Summary" screen. The person you selected will now be listed in a grid as a signatory.

Signatories are the people who have the authority to sign the paper application for submission to ICJI.
Note: The signature page is still submitted in hardcopy to ICJI.

Main Summary Screen continued:

Add Recipient Agency or Add Applicant as Recipient Agency

Enter the "Start Date" and "EndDate". This is the beginning of the project period and when the funding ends

Scroll toward the bottom of the screen. Select the "School District" associated with the application, if applicable and click on "Add School District." Additional school districts can be added, if appropriate, by following the same process.

If instructed in the funding announcement, enter "Keywords" to enhance future search capabilities. Please leave blank if no instructions are given in the funding announcement.

Please enter the "Senate District" associated with the application.

Please enter the "House District" associated with the application.

Scroll to the top of the screen and change the "Completion Status" of this section to "Complete."

Click on the "Save" button. You will return to the "Application Summary "page. The balance of the sections is now enabled.

For help in identifying the Senate and House District, go to http://www.in.gov/legislative/index.htm. At the left side of the screen under Legislators, there is option to select either House of Representative or Senate. Once there, you can select to view the selected listing by district.

Application Summary Screen:

Note: Additional sections are enabled based on the Funding Announcement attached to your grant application. Select each hyperlink, complete the requested information, and change the status to "Complete" and click on the "Save" button, which takes you back to the "Application Summary" screen .

Below are examples of the various sections:

1. Basic Applicant Information – After clicking on the "Basic Applicant Information" hyperlink on the Application Summary screen, you are taken to the "Basic Applicant Information" screen. Once completed, select the "Save" button to save your inputs. (Note: Icon indicates required response).

2. <u>Budget Narrative</u> - After clicking on the "Budget Narrative" hyperlink on the Application Summary screen, you are taken to the "Budget Narrative" screen. Read the information. Respond appropriately and click on the "Save" button to save the changes. (Note: Icon indicates required response).

3. Performance Indicators - After clicking on the "Performance Indicators" hyperlink on the Application Summary screen, you are taken to the "Performance Indicators" screen. Read the information and complete the requested information. Note: Icon indicates required response).

4. Recipient Agency Budget – After clicking on the "Recipient Agency Budget" hyperlink on the Application Summary screen, you are taken to the "Recipient Agency Budget" screen where you will enter your total budget from all funding sources for the current fiscal year.

5. Grant Agreement – After clicking on the "Grant Agreement" hyperlink on the
    Application Summary screen, you are taken to the "Grant Agreement" screen.
    Read the information and fill the appropriate boxes.

Budget Setup:
1. Select "Budget Detail" hyperlink.

2. You will be transferred to the "Budget Summary" screen.   The screen is divided into three sections. (See screenshot on the following page.)

"Recipient Agency" lists all agencies associated with the grant. Any pass-through agencies and departments within the applicant agency will be displayed as hyperlinks. Click on the hyperlinks to enter line item budget information for them.

The applicant agency will not display as a hyperlink.

The applicant agency budget is entered in the second section called "By Category."

Note: You can no longer enter cents into the Egrants system. Budget Entries are rounded at the Line Item level. Only whole dollars are displayed.

a. For each line item, click on the hyperlink and you will be transferred to a screen for that line item.

b. Click on the "Add New line" button.

c. You will be transferred to a screen where you will enter the "Computation" for the line item, as well as the total "Cost" of the computation.   Example of a computation would be: 40 hours x $10. Example of total cost would be: $400.
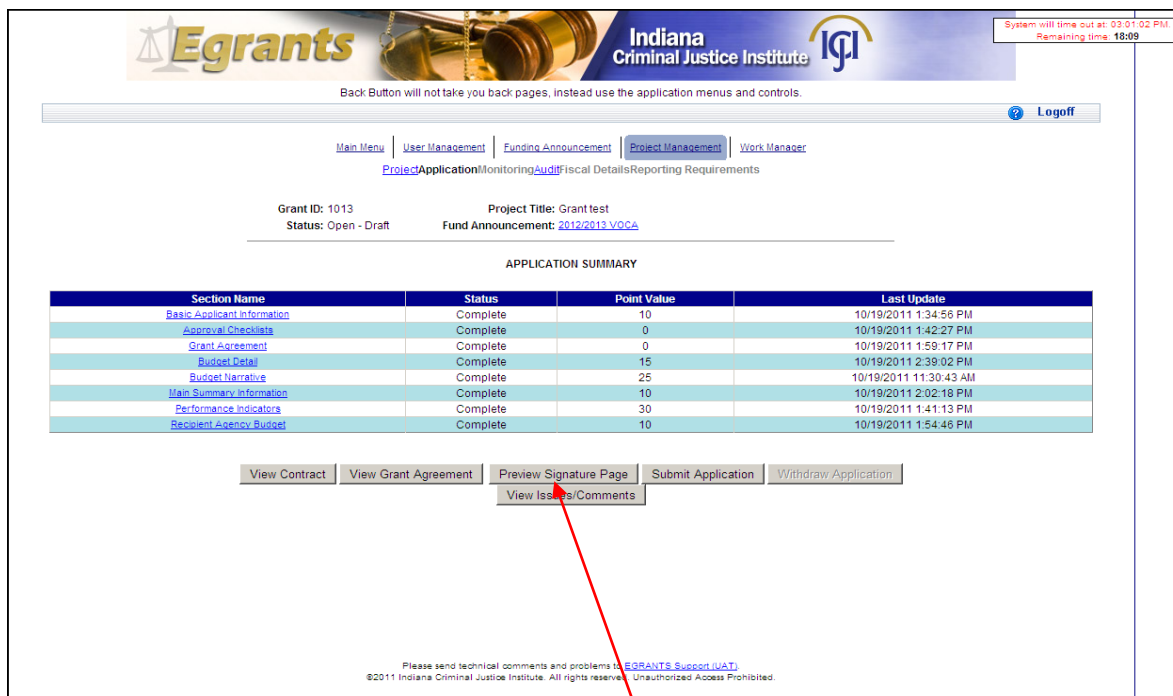
d. Click on the "Save" button or the "Save and Add Another."
e. Enter the applicant agency budget information by clicking on the hyperlinks in the "By Category" section of the screen. As noted above, the pass through budget information will aggregate in the consultant line in this section.

f. In the final section called "By Source," enter the various sources that you will utilize to support the project identified in the grant application.
g. Change the "Completion Status" of this section to "Complete."
h. Click on "Save" button at bottom of the screen to go back to the "Application Summary" screen to select additional sections to complete.

Note: When you have completed all the sections and have marked the status of each complete, you can select the "Submit Application" button at the bottom of the "Application Summary" screen.

Once you have submitted the application you cannot make changes to it unless it is sent back to you by ICJI for correction.

Your agency is still required to submit a hardcopy of the signatory page to ICJI. On the Application Summary screen, click on the "Preview Signature Page" button and you will be transferred to a PDF document that you can print out, obtain the required signatures, and send to ICJI.

Note: the Grant ID number and the title of your project will be noted at the top of the Signature page.

SUBGRANT# 1013   Short Title: Grant test

10. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done. Through the submission of this subgrant application, an Applicant receiving ICJI funding support under the Drug Control and System Improvement (DCSI), Juvenile Justice and Delinquency Prevention (JJDP) or Title V program acknowledges the responsibility to assume project costs after ICJI funding support ceases.

_____   YWCA of Greater Indianapolis
            DATE   _____
                                                NAME OF APPLICANT AGENCY
_____   By:_____
   SIGNATURE OF ATTESTING OFFICER
                                         Title:_____
_____
     TITLE OF ATTESTING OFFICER   By:_____

                                         Title:_____

(SEAL)   By:_____

                                         Title:_____

APPROVED AS TO FORM AND LEGALITY: NOTE: The original copy must be signed in ink.
                                               Titles of all signatories must be inserted.
_____
            SOLICITOR
                                         _____
APPROVED: DISTRICT ATTORNEY
                                                 (VS applications only)
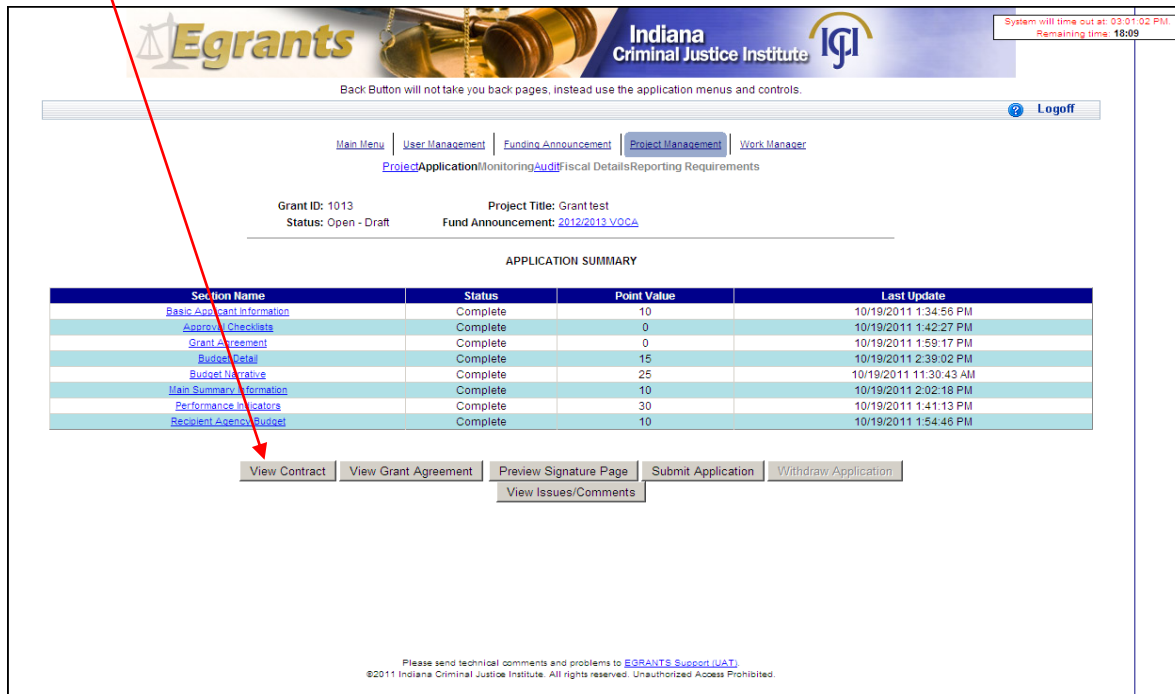_____
            CONTROLLER

FOR ICJI USE ONLY

We certify that this application is approved and that a grant award has been received to pay the herein stated amount during the _____ fiscal year.

_____   _____
    EXECUTIVE DIRECTOR, ICJI   DATE

_____   _____
  COMPTROLLER, CENTRAL SERVICES   DATE

Approved as to form and legality:

_____   _____
        COUNSEL TO ICJI   DATE
                X
_____   _____
    OFFICE OF GENERAL COUNSEL   DATE
                X
_____   _____
    DEPUTY ATTORNEY GENERAL   DATE

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A complete <u>copy of your application</u> can be viewed or printed by clicking on the "<u>View Contract</u>" button at the bottom of the "<u>Application Summary</u>" screen.

Sample Application:

INDIANA CRIMINAL JUSTICE INSTITUTE
Applicant Hereby Applies to the ICJI for Financial
Support for the Within-Described Project:

ICJI USE ONLY		
Receipt Date	**Award Date**	**Subgrant Number(s)**
		-- 1013

1. Type of Funds for which you are applying				
2. Applicant	**Name Of Applicant:** YWCA of Greater Indianapolis			
	Federal I.D: 23-1370514		**County:** Marion	
	Street Address Line 1: 1101 Market Street			
	Address Line 2:		**Address Line 3:**	
	City: Indianapolis		**State:** IN	**Zip:** 43204-2233
3. Recipient Agencies	YWCA of Greater Indianapolis			
4. Project Director	**Name:** Brother Al Church		**Title:** **Agency:**	
	Street Address Line 1: 111 main street			
	Address Line 2:		**Address Line 3:**	
	City: Indianapolis		**State:** IN	**Zip:** 46230-3362
	Phone: 317-555-1212 x3365	**Fax:** 317-555-2121 x555	**Email:** al@mail.com	
5. Financial Officer	**Name:** Miss Ann Helper		**Title:** **Agency:** YWCA of Greater Indianapolis	
	Street Address Line 1: 110 Market Street			
	Address Line 2:		**Address Line 3:**	
	City: Indianapolis		**State:** IN	**Zip:** 46204-5562
	Phone: 317-555-1212	**Fax:**	**Email:** ahelper@mail.com	
6. Contact	**Name:** Ms. Judy Jones		**Title:** **Agency:** YWCA of Greater Indianapolis	
	Street Address Line 1: 110 Market Street			
	Address Line 2:		**Address Line 3:**	
	City: Indianapolis		**State:** IN	**Zip:** 46204-3362
	Phone: 317-555-1212	**Fax:**	**Email:** jjones@mail.com	
7. Brief Summary of Project (Do Not Exceed Space Provided)	**Short Title** (May not exceed 50 characters) Grant test			
	Sample Test			

8. Subgrant Budget   TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	500,000.00
EMPLOYEE BENEFITS	25,000.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	525,000.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	500,000.00	95%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	25,000.00	5%
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	525,000.00	100%

10. Project Start Date: 11/1/2011   **Project End Date:** 10/31/2012

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Returned Applications:

1. If the application is sent back to you, you will be notified in "Work Manager" under "tasks" and "alerts." Note: by clicking on the "?" in the Action column, you will learn the cause for receiving this task or alert as well as the next steps to take on the <u>Notification Details</u> page.

Click on the hyperlink of the returned grant and the External Issues/Comments
Listing page appears.

Click on the hyperlink in the Short Title column to view the details of the
corresponding Issue or Comment.

The Issue/Comment Details page appears. Note the "Due Date" associated with the Issue or Comment.

2. The application can be sent back to you in its entirety or in sections if part of the application is okay as submitted. Go to the "Application Summary" screen and the section(s) that are requiring changes will be marked as "Returned" under the "Status column." Click on the appropriate hyperlinks.

Note: Although only required to correct the "returned" sections, you can open a section marked "Complete," change the status to "In process," make changes, change the status back to "Complete" and "Save" the changes. (As an example, you might want to change your budget narrative to reflect changes "required" in the budget.) When you are finished, click on the "Submit Application" button to resend it to ICJI.

3. Update the Returned section(s), change Completion Status to "Resubmit" and "<u>Save</u>" the corrections.

Reviewing the Status of your Grant application while it is being developed:

1. You can review the "Status" of the sections for your grant application at any time by going to the "Application Summary" screen

2. Or the "Project Summary" screen.